



Wedding Planning Guide

Vision & Budget

1. Set Your Vision

Guest Count:

☐ Intimate (Under 50 guests) ☐ Medium (50-150 guests) ☐ Large (Over 150 guests)

Wedding Style:

☐ Formal ☐ Casual ☐ Rustic ☐ Modern ☐ Classic ☐ Bohemian ☐ Traditional
☐ Other: _____

Vibe:

☐ Lively Party ☐ Romantic & Intimate ☐ Elegant Celebration ☐ Relaxed & Fun
☐ High Energy ☐ Other: _____

Location Type:

☐ City ☐ Beach ☐ Countryside ☐ Urban Loft ☐ Ballroom ☐ Garden
☐ Barn ☐ Hotel ☐ Other: _____

2. Define Your Budget

Total Budget: Overall amount you're comfortable spending

☐ Under \$20,000 ☐ \$20,000 - \$50,000 ☐ Over \$50,000

Priorities: The most important elements for you? Allocate more budget to these areas.

☐ Food & Drink ☐ Photography & Videography ☐ Music & Entertainment ☐ Decor & Flowers
☐ Guest Experience (e.g., comfort, unique activities) ☐ Venue Choice ☐ Attire
☐ Other: _____

Who is Contributing? Clarify contributions from both families and the couple.

☐ Mostly Couple ☐ Couple & Both Families Contribute ☐ Mostly One Family
☐ Other Arrangement: _____

3. Choose a Date (or Season)

Ideal Date(s): ☐ Specific Date (e.g., MM/DD/YYYY) ☐ Specific Month (e.g., June 20XX)
☐ Specific Season (e.g., Fall 20XX) ☐ Flexible (Based on Venue/Vendor Availability)

Considerations: Holidays, Family Availability, Venue Availability, Weather, Peak Season Pricing, Personal Anniversaries



Wedding Planning Guide

Key Vendors & Venue

1. Venue Selection

Ceremony Location:

☐ Church/Religious Venue ☐ Garden/Outdoor Space ☐ Unique Venue (e.g., museum, brewery) ☐ Beach ☐ Ballroom ☐ Backyard/Private Residence ☐ Other: _____

Reception Location:

☐ Same as Ceremony ☐ Hotel Ballroom ☐ Restaurant ☐ Event Hall ☐ Outdoor Tent ☐ Other: _____

Considerations: Does it fit your estimated guest count? Is it open on your chosen dates?

What's Included?

☐ Catering ☐ Tables ☐ Chairs ☐ Linens ☐ Staffing ☐ Event Coordinator ☐ Basic Decor ☐ Audio/Visual Equipment ☐ Setup & Teardown ☐ Other: _____

2. Essential Vendor Checklist

Wedding Planner/Coordinator:

☐ Full Planning ☐ Partial Planning ☐ Day-of Coordinator ☐ No Planner

Photographer:

☐ Yes ☐ No

Photographer Coverage: ☐ Full Day ☐ Half Day ☐ Ceremony Only

Caterer: (If not provided by the venue)

☐ Yes ☐ No

Meal Style:

☐ Plated Dinner ☐ Buffet ☐ Food Stations ☐ Family Style ☐ Cocktail Style (Heavy Appetizers) ☐ Other: _____



Wedding Planning Guide

Key Vendors & Venue Continued...

Drink Service:

☐ Open Bar (Full) ☐ Beer & Wine Only ☐ Cash Bar ☐ Signature Cocktails ☐ Non-Alcoholic Only ☐ Other: _____

Cake/Desserts:

☐ Traditional Wedding Cake ☐ Cupcakes ☐ Dessert Bar ☐ Other: _____

Entertainment:

☐ DJ ☐ Live Band ☐ Solo Musician (e.g., harpist, guitarist) ☐ Self-Played Playlist ☐ Other: _____

Officiant: To conduct the ceremony.

☐ Religious Leader ☐ Justice of the Peace ☐ Professional Officiant ☐ Friend/Family Member (Ordained)

The Details & Guest Experience

1. Ceremony & Reception Flow

Ceremony Style:

☐ Religious ☐ Non-Religious/Civil ☐ Symbolic ☐ Short & Sweet ☐ Traditional ☐ Elopement/Micro Wedding (No Guests) ☐ Other: _____

Key Moments:

☐ Vows (Personal / Traditional) ☐ Readings (Biblical / Poetic / Personal) ☐ Unity Ceremony (e.g., Sand, Candle, Tree Planting) ☐ Cultural Traditions ☐ Musical Performances ☐ Lighting of Memorial Candle ☐ Other: _____

Reception Flow: (Consider order and any unique additions)

☐ Grand Entrance ☐ First Dance ☐ Parent Dances ☐ Dinner Service ☐ Toasts/Speeches ☐ Cake Cutting ☐ Open Dancing ☐ Bouquet Toss ☐ Garter Toss ☐ Special Performance ☐ Private Last Dance ☐ Farewell/Exit ☐ Other: _____



Wedding Planning Guide

The Details & Guest Experience Continued...

2. Design & Decor

Color Palette: ☐ Specific Colors (e.g., Navy & Blush) ☐ Warm Tones (e.g., Golds, Creams, Terracottas) ☐ Cool Tones (e.g., Blues, Greens, Silvers) ☐ Neutrals (e.g., Whites, Greys, Beiges) ☐ Bright & Bold ☐ Pastels ☐ Other: _____

Flowers:

☐ Bouquets ☐ Boutonnieres ☐ Corsages ☐ Ceremony Decor (e.g., arch, aisle)
☐ Centerpieces (Tall / Low) ☐ Floral Installations (e.g., hanging, large displays)
☐ Minimalist Greenery ☐ No Flowers (Alternative Decor) ☐ Other: _____

Decor Elements:

☐ Lighting (Uplighting, Fairy Lights, Chandeliers) ☐ Signage (Welcome, Seating Chart, Bar Menu) ☐ Linens (Color, Texture) ☐ Chairs (Style, Covers) ☐ Chargers
☐ Tableware (Specialty Plates, Glasses) ☐ Backdrops ☐ Photo Booth
☐ Lounge Furniture ☐ Other: _____

Stationery:

☐ Save-the-Dates ☐ Invitations (Main Suite) ☐ RSVP Cards ☐ Enclosure Cards (e.g., accommodations, directions) ☐ Programs ☐ Menus ☐ Place Cards/Escort Cards
☐ Seating Chart Display ☐ Thank You Cards ☐ Other: _____

3. Guest Experience

Guest List Refinement:

☐ Digital Spreadsheet ☐ Physical List/Notebook ☐ Wedding Planning App
☐ Through Planner/Coordinator

Save-the-Dates: When will you send them?

☐ 6-8 Months Out ☐ 9-12 Months Out (Especially for Destination/Holiday Weddings)
☐ Digital (Email/Website) ☐ Printed & Mailed

Invitations: What information will be included? RSVP deadline.

☐ Ceremony & Reception Details ☐ Dress Code ☐ RSVP Details (Mail-in / Online)
☐ Website Link ☐ Accommodation Information ☐ Directions/Map ☐ Registry Information (often on website, not invitation)



Wedding Planning Guide

The Details & Guest Experience Continued...

Accommodations: Hotel blocks for out-of-town guests.

☐ Yes (Secured Block) ☐ No (Guests Arrange Their Own) ☐ Provide Recommendations Only

Transportation:

☐ Self-arranged/Guests provide their own ☐ Shuttle Service for Guests (to/from venue)
☐ Valet Parking at Venue ☐ Limousine/Car Service for Couple/Wedding Party
☐ Other: _____

The Final Countdown Checklist

1. The Final Countdown (Last 1-2 Months)

Finalize Details:

☐ Confirm All Vendor Contracts & Timings
☐ Final Walkthrough with Venue
☐ Create Detailed Day-Of Timeline
☐ Confirm Guest Count with Caterer/Venue
☐ Final Payments Schedule

Seating Chart:

☐ Create Reception Seating Arrangement (Assigned Seats)
☐ Open Seating (No Assigned Seats)
☐ Reserved Tables for Family Only

Music Selection:

☐ Choose Key Songs (First Dance, Parent Dances, Entrance Songs)
☐ Create "Must-Play" List for DJ/Band
☐ Create "Do Not Play" List
☐ Ceremony Music (Processional, Recessional)
☐ Cocktail Hour Music



Wedding Planning Guide

The Final Countdown Checklist Continued

1. The Final Countdown (Last 1-2 Months)

Speeches: Confirm who will be speaking.

- ☐ Best Man
- ☐ Maid of Honor
- ☐ Parents of Couple
- ☐ Couple Themselves
- ☐ Other Loved Ones

Favors:

- ☐ Edible
- ☐ Practical (e.g., bottle opener, seed packet)
- ☐ Charitable Donation in Lieu of Favors
- ☐ Personalized Item
- ☐ None
- ☐ Other: _____

Welcome Bags: (Optional, for out-of-town guests)

- ☐ Yes
- ☐ No

Final Fittings:

- ☐ Wedding Dress/Suit
- ☐ Bridesmaid Dresses
- ☐ Groomsmen Attire
- ☐ Parents' Attire

NOTES:



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The Wedding Day Checklist

2. The Wedding Day

Timeline: A detailed schedule for the entire day, from getting ready to the last dance.

Morning: Hair & makeup, dressing.

Pre-Ceremony: First look, bridal party photos.

Ceremony: Guest arrival, processional, vows, recessional.

Post-Ceremony: Group photos, cocktail hour.

Reception: Grand entrance, dinner, speeches, dances, cake cutting, dancing.

Departure: Couple's exit.

Emergency Kit: Prepare a small kit with essentials.

- ☐ Safety Pins
- ☐ Pain Relievers
- ☐ Snacks/Water
- ☐ Tissues
- ☐ Stain Remover
- ☐ Basic Sewing Kit
- ☐ First Aid Items
- ☐ Other: _____

Assign Tasks: Delegate small responsibilities to trusted friends or family members.

- ☐ Collecting Gifts
- ☐ Distributing Favors
- ☐ Managing Guest Book
- ☐ Handling Emergencies/Questions
- ☐ Assisting with Attire/Accessories
- ☐ Post-Event Cleanup Coordination
- ☐ Other: _____



Wedding Planning Guide

The Wedding Day Checklist Continued

3. Post-Wedding

Thank You Notes:

- ☐ Send within 3 Months
- ☐ Send within 6 Months
- ☐ Printed Cards
- ☐ Digital Messages

Vendor Payments:

- ☐ Complete Any Outstanding Payments
- ☐ Tip Vendors (if not included)
- ☐ Track Payments via Spreadsheet/App

Photo/Video Delivery:

- ☐ Discuss Timeline for Receiving Photos/Video
- ☐ Online Gallery
- ☐ USB Drive/Physical Delivery
- ☐ Album/Prints Ordering

Name Change: (If applicable)

- ☐ Begin Process (Social Security, Driver's License, Passport)
- ☐ Update Bank Accounts/Credit Cards
- ☐ Inform Employers/Other Institutions
- ☐ Not Changing Name

NOTES:



CONFETTI & MEMORIES
EVENT PLANNING

Wedding Schedule

Time	Event	Details
	Hair & Makeup Session	Bride and bridal party have their hair and makeup done.
	Dressing Time	Everyone puts on their wedding outfits.
	First Look & Photoshoot	The couple has a private moment, followed by a photoshoot.
	Travel to Ceremony Location	Wedding party and guests head to the ceremony venue.
	Guest Arrival & Seating	Guests arrive, mingle, and find their seats with background music.
	Wedding Ceremony	The ceremony begins, including the walk down the aisle and vows.
	Group Photos	Family, friends, and the wedding party gather for formal pictures.
	Cocktail Reception	Guests enjoy cocktails and appetizers at the reception site.
	Grand Entrance & First Dance	The couple makes their entrance, followed by their first dance.
	Dinner & Speeches	Dinner is served, with speeches and toasts happening in between.
	Cake Cutting & Desserts	The couple cuts the cake, and dessert is served to guests.
	Dancing & Festivities	Guests hit the dance floor, with special moments like the bouquet toss.
	Couple's Departure	The newlyweds make their exit, with a festive send-off.
	Optional After-Party	Close friends and family gather for a relaxed after-party.